

Assistant to the Town Clerk's Report June/ July 2022  
For Council Meeting 26<sup>th</sup> July 2022

1. Key Dates for all Councillors' diaries;

Thursday 13 <sup>th</sup> October 2022	Goose Fair Lunch
Sunday 23 <sup>rd</sup> October 2022	Civic Service
Sunday 13 <sup>th</sup> November 2022	Remembrance Sunday Service
Monday 19 <sup>th</sup> December 2022	Mayor's Christmas Party
Thursday 16 <sup>th</sup> March 2023	Grants Presentation Evening (Grants Panel members only)
Friday 21 <sup>st</sup> April 2023	Civic Ball
Monday 24 <sup>th</sup> April 2023	Mayor's End of Term Party

2. Financial Administrator Recruitment

I am pleased to advise that we have recruited a new Financial Administrator who will join the organisation on Monday 1<sup>st</sup> August 2022, now that all necessary recruitment processes have been completed.

3. Barclays Bank, Tavistock Closure

I have been working closely with the Town Clerk and various representatives from Barclays Bank over recent months to not only secure the Council's own banking arrangements, in anticipation of the Tavistock Branch closing in September, but also the potential siting of a facility in the Pannier Market to allow non-financial transactions to still be undertaken locally.

I will continue to review the arrangements as new options become available.

4. 2022-2023 Pay Claim

Pay negotiations for 2022 – 2023 are still ongoing, which has made budgeting for next year's salaries difficult. It is anticipated that the Living Wage will increase substantially, as well as the potential for all pay scales to increase in view of the current cost of living crisis.

5. Financial Regulations

Following the Council's recent agreement of the revised Financial Regulations, these will be updated, and published, as necessary.

6. Insurance Tender

In view of the difficulties this year in arranging the Council's insurance cover, it is planned to go out to tender early (i.e. November/December 2022) in order that as many companies as possible are able to tender. This should allow the Council to receive as many competitive tenders as possible, especially in view of the substantial increase in premium the Council faced this year.

7. Activity Log  
 CONFERENCE & TRAINING ACTIVITY LOG  
 CIVIC YEAR 2022-2023  
 COUNCILLOR ATTENDANCE between 21<sup>st</sup> June – 25<sup>th</sup> July 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
23 <sup>rd</sup> June 2022	Finance for Councillors	Virtual	DALC	None
29 <sup>th</sup> June 2022	How to Review Neighbourhood Planning Policies	Virtual	NALC	Cllr Mrs U Mann
5 <sup>th</sup> July 2022	Finance for Councillors	Virtual	DALC	None
5 <sup>th</sup> July 2022	Being a Good Councillor – Part 2 Powers, Duties and the Precept	Virtual	DALC	None

8. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 21<sup>st</sup> June – 25<sup>th</sup> July 2022;

- 15 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events)
- 0 chargeable meeting/training session
- 0 training session (non-chargeable)

9. Property Units Update

Residential – there are currently two vacant residential properties;

- Cemetery Lodge – as previously reported this property required some significant remedial and refurbishment works prior to re-letting, with a new boiler and carpets having been recently installed. A new kitchen is due to be installed, once all works have been completed a new tenant will be sought although an expression of interest has been received;
- 1 Market Road – as previously reported the previous tenant gave notice to vacate this property on 30<sup>th</sup> April 2022. Again, the property requires some re-decoration and remedial works prior to re-letting. To date, 4 expressions of interest have been received.

It is hoped that the two properties above will be available for re-let in the next 2-3 months.

Commercial – as previously advised, we have a commercial property becoming available in September 2022, on the expiry of the current Lease;

- 13 Duke Street (shop premises only). The unit is currently being marketed via the Council's Letting Agent (Haarer Goss), on the Council's website and via social media.

10. General including ongoing activities in the Admin Office  
The Office continues to support the organisation across the range of Civic, administrative, financial and corporate activities.
11. Website Accessibility update  
Booking forms/schedules of charges for various Council activities are currently being assessed, and will be updated, where necessary, to ensure compliance with the regulations.

Report prepared by  
Jan Smallacombe (Assistant to the Town Clerk)